**SUBJECT: Citywide Wrecker Service**

**BID #: SC-0304-18** **OPEN DATE: 11/8/2017**

**GENERAL GOVERNMENT AWARDS COMMITTEE**

**KIND AND BASIS OF CONTRACT: One (1) year from date of award with two (2) one (1) year renewal options**

**AGENCY: Fleet Management**

**BASIS OF AWARD: BY GROUP TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER**

**NUMBER OF BIDS INVITED:** (16) **NUMBER RECEIVED:** (3) **OTHER** (0)

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Recommend approval of award to the lowest responsive, responsible primary and secondary vendors listed below to provide wrecker service for the City. Period of service is from date of award through September 30, 2018 in the total expenditure amount not to exceed $267,192.00.

Group 1: Primary Vendor – Dee-Way Towing & Storage - $39,750.00
Secondary Vendor – ASAP Towing & Storage Company, Inc. - $5,000.00

Group 2: Primary Vendor – ASAP Towing & Storage Company, Inc. - $62,500.00
Secondary Vendor – Southern Crane & Wrecker Service - $15,000.00

Group 3: Primary Vendor – Southern Crane & Wrecker Service - $75,000.00
Secondary Vendor – ASAP Towing & Storage Company, Inc. - $15,000.00

Group 4: Primary Vendor - ASAP Towing & Storage Company, Inc. – $44,942.00
Secondary Vendor - Southern Crane & Wrecker Service - $10,000.00

Funding Source: AFFM511-04602 – To be encumbered by purchase order

**Attachments:** Recommendation Memo, Tabulation and Terms and Conditions

**ANALYST:** _____ **RESPECTFULLY SUBMITTED** _____
Annette Burney GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

**CONCURRENCE BY:** C.J. Thompson, Chief, Fleet Management Division

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**(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)**
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

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**ACTION OF AWARDING AUTHORITY** DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

FINANCE AND ADMINSTRATION DEPARTMENT

FLEET MANAGEMENT DIVISION

Jacksonville Where Florida Begins.

Date: November 17, 2017

To: Gregory Pease, Chief of Procurement Division

Thru: C. L. Thompson, Chief of Fleet Management Division

From: Erik Preacher, Fleet Management Division

Re: Recommendation of Award for SC-0304-18 Citywide Wrecker Service

Fleet Management is requesting approval of award to the lowest responsive, responsible bidders. Period of service Date of Award through September 30, 2018, with Two (2) one (1) year renewal options. The total not to exceed amount is $~~222,174.00~~ 222,192.00

Group 1: Primary: Dee-Way Towing & Storage in the amount of $39,750.00
Secondary: ASAP Storage

Group 2: Primary: ASAP Storage in the amount of $62,500.00
Secondary: Southern Crane & Wrecker

Group 3: Primary: Southern Crane & Wrecker Service in the amount $75,000.00
Secondary: ASAP Storage

Group 4: Primary: ASAP Storage in the amount of $44,942.00
Secondary: Southern Crane & Wrecker

Funding Source: AFFM511-04602

## Leslie-Burney, Annette

**From:** Kurtz, Sheryl
**Sent:** Tuesday, December 05, 2017 1:35 PM
**To:** Leslie-Burney, Annette
**Subject:** RE: SC-0304-18 Recommendation

Please make the following corrections to the recommendation:

Group 1: Primary Vendor – Dee-Way Towing & Storage - $39,750.00
Secondary Vendor – ASAP Towing & Storage Company, Inc. - $5,000.00
Group 2: Primary Vendor – ASAP Towing & Storage Company, Inc. - $62,500.00
Secondary Vendor – Southern Crane & Wrecker Service - $15,000.00
Group 3: Primary Vendor – Southern Crane & Wrecker Service - $75,000.00
Secondary Vendor – ASAP Towing & Storage Company, Inc. - $15,000.00
Group 4: Primary Vendor - ASAP Towing & Storage Company, Inc. – $44,942.00
Secondary Vendor - Southern Crane & Wrecker Service - $10,000.00

Total expenditure amount not to exceed $267,192.00

Thank you,

Sheryl Kurtz
Equipment Procurement Coordinator
City of Jacksonville,
Fleet Management Division
Jacksonville, FL 32254
(904) 255-7465
(904) 381-4607 Fax

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**From:** Leslie-Burney, Annette
**Sent:** Tuesday, December 05, 2017 11:47 AM
**To:** Kurtz, Sheryl
**Subject:** RE: SC-0304-18 Recommendation

Sheryl, we notice the secondary vendors do not have funds. Was it intentional or do you want to add funds?

total expenditure amount not to exceed $222,192.00.

Group 1: Primary Vendor – Dee-Way Towing & Storage - $39,750.00
Secondary Vendor – ASAP Towing & Storage Company, Inc.
Group 2: Primary Vendor – ASAP Towing & Storage Company, Inc. - $62,500.00
Secondary Vendor – Southern Crane & Wrecker Service
Group 3: Primary Vendor – Southern Crane & Wrecker Service - $75,000.00
Secondary Vendor – ASAP Towing & Storage Company, Inc.
Group 4: Primary Vendor - ASAP Towing & Storage Company, Inc. – $44,942.00
Secondary Vendor - Southern Crane & Wrecker Service

Annette L. Burney
Purchasing Analyst
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810
Fax: 904-360-8527
Email: aburney@coj.net

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**From:** Kurtz, Sheryl
**Sent:** Monday, November 27, 2017 10:51 AM
**To:** Leslie-Burney, Annette
**Subject:** SC-0304-18 Recommendation

Thank you,

Sheryl Kurtz
Equipment Procurement Coordinator
City of Jacksonville,
Fleet Management Division
Jacksonville, FL 32254
(904) 255-7465
(904) 381-4607 Fax

# BID TABULATION SHEET

TITLE: CITYWIDE WRECKER SERVICE

BID NO.: SC-0304-18

OPEN DATE: NOVEMBER 8, 2017 @ 2:00 P.M.

ANALYST: ANNETTE BURNEY

No. Invited: (16) No. Received (3) No Bids: (0)

RECORDED BY: Gail Sampson ANNOUNCER: Ivy Posey

| ITEM | DESCRIPTION | QTY | ASAP STORAGE UNIT PRICE | ASAP STORAGE EXT. TOTAL | DEE-WAY TOWING & STORAGE UNIT PRICE | DEE-WAY TOWING & STORAGE EXT. TOTAL | SOUTHERN CRANE & WRECKER SERVICE UNIT PRICE | SOUTHERN CRANE & WRECKER SERVICE EXT. TOTAL |
|---|---|---|---|---|---|---|---|---|
| 1 | GROUP 1 - LIGHT EQUIPMENT | 750 | $ 85.00 | $ 63,750.00 | $ 53.00 | $ 39,750.00 | $ 125.00 | $ 93,750.00 |
| 2 | GROUP 2 - MEDIUM EQUIPMENT | 500 | $ 125.00 | $ 62,500.00 | No Bid | No Bid | $ 175.00 | $ 87,500.00 |
| 3 | GROUP 3 - HEAVY EQUIPMENT | 300 | $ 324.25 | $ 97,275.00 | No Bid | No Bid | $ 250.00 | $ 75,000.00 |
| 4 | GROUP 4 - LOADED GARBAGE | 100 | $ 449.24 | $ 44,924.00 | No Bid | No Bid | $ 450.00 | $ 45,000.00 |
| | | GRAND TOTAL: | $ | 268,449.00 | $ | 39,750.00 | $ | 301,250.00 |

ADDITIONAL FEES

| | | | | | |
|---|---|---|---|---|---|
| 1 | ADDITIONAL CHARGE FOR EACH MILE THAT THE TOW COMPANY TRAVEL OUT OF DUVAL CTY | 1 PER MILE | $4.00 | $3.00 | $3.50 |
| 2 | CANCELLATION CHARGE | 1 FEE | $75.00 | $53.00 | $125.00 |
| 3 | UNUSUAL SITUATION PER HOUR | 1 PER HOUR | $250.00 | $93.00 | $300.00 |
| | | TERMS: | N/S | N/S | NET 30 |
| | | DELIVERY: | N/S | 2 DAYS | N/S |
| | | CONFLICT OF INTEREST: | Y | Y | Y |
| | | EQUIPMENT LIST: | N | Y | Y |
| | | ADDENDUM | N/A | N/A | N/A |

# TERMS AND CONDITIONS
# WRECKER SERVICE

## SCOPE

The Fleet Management Division of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) of supply for the item(s) / service(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these item(s) / service(s) and to obtain pricing commitments for Countywide Wrecker Service as listed in the bid documents.

## AWARD

Award will be BY ITEM to the lowest responsive, responsible bidder(s). ALL awards are subject to the availability of funds.. The Fleet Management Division intends to award a Primary and Secondary vendor. The City will contact the Primary awarded vendor first, if a timely response cannot be established, the City will contact the secondary awarded vendor. The City of Jacksonville, Fleet Management Division.

## TERM OF AGREEMENT

The term of this agreement is for the period of November 7, 2017 through Novemenber 6, 2018, with two (2) one (1) year renewal options. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and condition set forth in the bid documents.

## COMPLIANCE WITH SPECIFICATIONS

## STATE CONTRACTS

The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

## QUANTITIES

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period.

The City of Jacksonville reserves the right to add or delete vehicles and options as necessary during the contract period.

## ESCALATION/DE-ESCALATION

All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry wide increase. The City reserves the right to decline any price increase request.

## PRICES

All unit prices shall include freight, delivery, and handling charges to the delivery location as outlined in the bid documents.